

**ESSEX HOUSING AUTHORITY  
16 MAIN STREET  
CENTERBROOK, CT 06409**

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October 17, 2016

**Present:** Janice Atkeson, David Gephard, Yolanda Lowe, Tammy Mesite, Mary Mansour and Maria DeMarco, Rick Stebbins      **Absent:** RoseMary Willis

**Called to Order**

Meeting was called to order at 4:04 p.m. by the board chair, Janice Atkeson.

**Approval of Minutes**

Minutes from the August 2016 meeting were approved as written.

**Residents**

David Gephard reported that things at Essex Court are going well. Residents were patient with all the upheaval caused by the replacement of Septic Tanks. We are very pleased with the subcontractor. They are meticulous in the completion of the site work.

We continue to work with residents who are in violation of the no smoking policy.

**Financials**

Financials were reviewed and discussed, and accepted.

**Management Company Report**

Maria Demarco reports that the maintenance person for Essex Court has resigned. DeMarco is actively working on finding a replacement. Meanwhile, residents from Essex Court are helping with routine upkeep of the property. Some residents are taking out the trash, replenishing toilet paper and paper towels and changing light bulbs. Everyone is working together.

DeMarco presented an increase in rent. The board discussed options and motions were taken.

**Manager's Report was read and discussed.**

**Old Business**

Small cities Grant The small cities grant for EHA is moving along. HI Stone subcontractor Ram and Sons Inc. out of Middletown, CT has completed the septic updates. Kitchen Contractor, Blake Contracting LLC out of Hartford CT has ordered the cabinets. The cabinets are expected to arrive in six to eight weeks and be ready for installation following that.

### **New Development Essex Place**

EEAH for Essex Place – All is moving forward. Many items are being address. A permanent electrical easement is being worked on. The fence boarding Essex Court may have to be moved five feet inward, to allow for proper drainage in combination with the electrical easement. Many other easements are also being worked on. The property may need to be surveyed. Estimate for the certificate of occupancy is June 2017.

On a site tour of Essex Place, it was noted that the majority of units contained bath tubs. It appears to be an error as the majority of units should contain shower units to allow for handicap accessibility. The issue is being addressed.

### **New Business**

The 2017 Management plan draft, AKA budget was presented and discussed. A proposed rent increase was discussed. A split rental increase was presented; ten dollars for higher income residents and five dollars for residents with lower income. This was voted on and passed. After further discussion, however, this motion was overturned in favor of a rental increase of 10 dollars for all residents.

**NEXT MEETING is December 19, 2016 at 4PM. Annual meeting to immediately follow.**

**Regular Meeting was Adjourned at 5:15pm.**

### **MOTIONS AND VOTES**

**October 17, 2016**

**Motion: To Approve the Minutes as written from the August 2016 board meeting**

Motioned: Yolanda Lowe

Seconded: David Gephard

Voted: All in favor

Motion: To Accept the financials from September 2016

Motioned: David Gephard

Seconded: Janice Atkeson

Voted: All in favor

Motion: To increase rent with 2017 recertification to begin July 1, 2017.

Motioned: Rick Stebbins to increase rent by \$10 for higher income residents and \$5 for lower income residents.

Seconded: Yolanda Lowe

Voted: all in favor

MOTION OVERTURNED BY VOTE

2<sup>nd</sup> Motion: Rick Stebbins to increase rent by \$10 for all residents.

Seconded: Yolanda Lowe

Voted: all in favor

Motion: To Adjourn the meeting at 5:15pm

Motioned: David Gephard

Seconded: Yolanda Lowe

Voted: All in favor

Respectfully submitted by Tammy S. Mesite and Mary Mansour October 19, 2016